

Planners have the ability to book travel for guests who do not have a Concur Travel profile.

Select “Guest Traveler” on the drop down menu on the right side of the Travel Home page.

After entering your travel search details, and clicking search, you will be asked to fill out the required guest details:

Enter the name of the guest traveler you're booking the trip for. The guests's trip will be subjected to the "Guest Class" policy, or in its absence, the policy which applies to you. Once the trip is booked, it will show up on your Travel home page and be assigned to your account. When you view the itinerary, you will see the traveler's name on the itinerary.

Please make certain that the first and last names shown below are identical to those on the photo identification that the guest traveler will be presenting at the airport. Due to increased airport security, the guest may be turned away at the gate if the name on their identification does not match the name on their ticket.

After entering these details, click “Next” to proceed with selecting the desired itinerary.